

# **INSTRUMENT SPECIALIST**

## **Milwaukee Public Schools**

**PURPOSE:** The Instrument Specialist supports the music education programs for Milwaukee Public Schools (MPS). Organizes and monitors the MPS music instrument inventory. Assists in ensuring the proper maintenance, placement and collection of music instruments to MPS Traveling Music Teachers, the Saturday Music Center programs and individual MPS families. Maintains a working knowledge of and can perform basic music instrument maintenance functions.

### **ESSENTIAL FUNCTIONS:**

- Identify traditional and non-traditional music instruments for proper distribution to individuals and schools through the MPS Music Office instrument rental program, including the proper fitting of multiple sizes of violins/cellos and bonding procedures.
- Schedule appointments for instrument rentals to be picked up at Central Office with students and parents/guardians.
- Identify musical instruments and accessories for maintenance and repair requirements.
- Perform minor instrument maintenance and repairs.
- Schedule pick-up and delivery by vendors for summer cleanings and repair of musical instruments.
- Assist in tracking music vendors and vendor repair specifications.
- Keep an accurate inventory of instruments and equipment.
- Schedule instrument pick-up/drop off at the warehouse with music teachers.
- Assist with the information needed for the collection of non-returned and/or stolen instruments at homes of students and pawn shops.
- Create and maintain a database of current year instrument rentals.
- Engrave and assign an MPS number for all new instruments.
- Assist Music Curriculum Specialist in developing and determining bond/scholarship forms for instrument rentals.
- Send correspondence through letters, email, and telephone calls to parents, school secretaries, and music staff throughout the school year regarding instrument rental information.
- Assist with MPS music events including W.S.M.A, district solo-ensemble, concert festivals, drum-line competitions, the Biennial Music Festival, and music teacher in-service and workshops.
- Determine allocation, provide/schedule transportation and organize moving and set-up of instruments at all district events.
- Coordinate busing of students to music events.
- Track inventory of books sold to students and teachers.

*Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990.*

### **MINIMUM REQUIREMENTS:**

1. Three (3) years of clerical/office support experience with at least one (1) year of basic musical instrument repair and maintenance experience.
2. Valid driver's license and availability of a properly insured personal vehicle for use on the job at time of appointment and throughout employment (car allowance provided).

## ***Instrument Specialist (MPS)***

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### **DESIREABLE QUALIFICATIONS:**

- Ability to speak Spanish.

### **KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of musical instruments and accessories.
- Knowledge of how to properly fit a musical instrument to a student's size.
- Skill in spoken communication with customers, coworkers, and leadership.
- Skill in written communication with customers and coworkers.
- Organizational skills to balance long term projects, daily calls and tasks.
- Ability to perform basic musical instrument and accessory maintenance and repair.
- Ability to manage multiple priorities.
- Ability to provide good customer service over the phone and in person.
- Ability to work with a large diverse population of customers including schools administrators, teachers and general public (students/parents).
- Ability to work under tight time demands for projects and tasks.
- Ability to use MS office suite software programs to track data and prepare work reports, documents and communications.

### **THE CURRENT SALARY RANGE IS:**

- \$38,057-\$45,471 with excellent benefits.

**THE SELECTION PROCESS** will be job related and will consist of one or more of the following: education and experience evaluation; written, oral, or performance tests; or other assessment methods. The Department of Employee Relations reserves the right to call only the most qualified candidates to oral and performance examinations. Oral examinations may include written exercises. Selection process component weights will be determined by further analysis of the job.

The examination will be held as soon as practical after **May 2, 2014**. Receipt of applications may be discontinued at any time after this date without prior notice, however, recruitment may continue until the needs of the City have been met. Qualified applicants will be notified of the date, time, and place of the examination. Unless otherwise required by law, the City of Milwaukee will not provide alternative test administration. The applicant is responsible for attending all phases of the job selection process at the time and place designated by the City of Milwaukee.

***APPLICATIONS*** and further information may be obtained in person or via mail from the City of Milwaukee Department of Employee Relations, 200 E Wells St, Room 706, Milwaukee, WI 53202-3554, from [www.milwaukee.gov/jobs](http://www.milwaukee.gov/jobs), or by calling (414) 286-3751.

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